

Directive 327.1
9/16/94

GEOGRAPHIC MOBILITY REQUIREMENTS

- I. PURPOSE This Directive states policy on geographic mobility as a condition of employment in specified positions, and identifies those positions.
- II. REPLACEMENT HIGHLIGHTS This Directive replaces AMS Directive 327.1, dated 10/18/89. Changes are marked with asterisks.
- III. AUTHORITIES The authority to reassign employees is stated in Title 5 CFR, Part 335.102. The authority to require geographic mobility, and its effect on entitlement to severance pay and discontinued service retirement annuity, is stated in Title 5 CFR, Parts 550.703 and * - 831.503(b)(3)(ii). - *
- IV. POLICY A. * - Geographic mobility is a condition of employment for the permanent positions listed in Attachment 1. An employee holding a permanent appointment must sign a Geographic Mobility Understanding (Attachment 2) prior to moving into a covered position. The purpose of the Geographic Mobility Understanding is to confirm that the employee was informed that geographic mobility is a condition of employment. This policy does not affect the Agency's entitlement or right to reassign employees.
- B. Failure or refusal to sign the Geographic Mobility Understanding does not result in, nor provide entitlement to, severance pay or discontinued service retirement if an employee in a covered position declines reassignment outside the local commuting area of his/her current duty station. - *
- V. RESPONSIBILITIES A. Agency representatives who interview candidates shall ensure that the geographic mobility requirements of the position are made known to candidates prior to selection.
- B. Selecting officials or supervisors shall provide the employee with the Geographic Mobility Understanding for signature prior to or no later than the date of appointment or first workday after appointment. If an employee refuses to sign the Understanding, the supervisor shall notify the employee that the obligation to accept geographic mobility and the impact of declining reassignment are still applicable. The supervisor shall document the discussion on the form, sign and date it, and forward it to the servicing personnel office for filing in the employee's Official Personnel Folder (OPF).
- C. Employees are expected to understand the purpose of the geographic mobility requirement and the consequences of declining geographic reassignment in a covered position.
- VI. PROCEDURES A. All employees entering into positions having a geographic mobility requirement must be advised of the requirement and its effects on severance pay entitlement and discontinued service retirement eligibility, and must be given

the opportunity to sign the Geographic Mobility Understanding prior to being assigned to the position.

B. The supervisor shall forward the original of the signed Understanding to the servicing personnel office, with a copy to the employee. The Understanding is a permanent document and will be filed on the right side of the employee's OPF.

VII. EFFECT ON SEVERANCE PAY AND DISCONTINUED SERVICE RETIREMENT A. An employee who enters a position covered by a geographic mobility requirement on or after the date the requirement became effective (as shown in Attachment 1), and who subsequently resigns or is separated as a result of declining a geographical relocation outside the local commuting area, is not entitled to severance pay benefits nor eligible for a discontinued service retirement annuity.

B. * - Employees who occupied a covered position prior to the date shown in Attachment 1 are subject to geographic relocation, but will not lose entitlement to severance pay or discontinued service retirement by virtue of declining a reassignment outside the local commuting area. However, if such an employee once accepts reassignment outside the commuting area, he/she is considered to have accepted geographic mobility as a condition of employment and if he/she declines a subsequent geographic reassignment, his/her separation will be considered a voluntary separation and will not be qualifying for severance pay or discontinued service retirement purposes. - *

VIII. INQUIRIES Direct questions concerning the geographic mobility requirements through established administrative channels to the Employment Policy Branch, Personnel Division.

L. P. Massaro
Deputy Administrator, Management

Attachments

POSITIONS SUBJECT TO GEOGRAPHIC MOBILITY REQUIREMENT

DIVISION	TITLE	SERIES	EFF DATE
Cotton	Agricultural Marketing Specialist	1146	08/05/84
	Agricultural Market Reporter	1147	08/05/84
	Agricultural Commodity Grader	1980	08/05/84

*Dairy	Agricultural Commodity Grader	1980	12/13/85
Fruit & Vegetable	Agricultural Marketing Specialist	1146	10/18/89
	Agricultural Market Reporter	1147	12/13/85
	Agricultural Commodity Grader	1980	12/13/85
Livestock & Seed	Agricultural Marketing Specialist (GS-5 and 7 only)	1146	10/18/89
	Agricultural Market Reporter	1147	05/17/84
	Agricultural Commodity Grader	1980	12/13/85
Poultry	Agricultural Marketing Specialist (GS-5 and 7 only)	1146	10/18/89
	Agricultural Market Reporter	1147	12/13/85
	Agricultural Commodity Grader	1980	12/13/85

Attachment 2

GEOGRAPHIC MOBILITY UNDERSTANDING

I understand that in accepting this position as an _____

(Position Title,

_____ with the _____

Series, and Grade) (Division, Branch, and Location)

_____, I am subject to geographical relocation

should the need of the Agency so require. I also understand that

if I separate or resign rather than accept a geographic job

relocation, I will not be entitled to severance pay nor be

eligible to apply for retirement based on discontinued service.

I understand that I will remain subject to the geographic

mobility requirements in the event that I am assigned to another

covered position in this Agency.

Name: (typed or printed) _____

Signature: _____

Date: _____

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